

Veterinary Services National Recruitment Program Policy Statement

The Veterinary Services (VS) National Recruitment Program exists to coordinate and support recruitment and outreach activities throughout the program. Our office provides several services, including but not limited to event coordination, recruiter relations, and supply distribution.

Event Coordination

Our office facilitates the program's participation in various recruitment and outreach opportunities. We ensure that VS is represented at key career fairs and conferences of national organizations and targeted educational institutions. Additionally, we provide literature to exhibit at these venues.

Funding for exhibit space is provided by our office for specific identified events. While we can provide exhibitor supplies, recruiters are responsible for securing funding for payment of career fair booths and other fees associated with events. Additionally, all travel, lodging, and per diem costs must be incurred by recruiters.

Recruiter Relations

One of our goals is to ensure that recruiters have the resources required to effectively market VS as an employer of choice. In an effort to meet this goal, we serve as a conduit of information for employees and managers involved in recruitment activities. As part of this information exchange, we collect data on events that are attended by our recruiters nationwide.

Some of our activities in this area include; coordinating recruiter training sessions, providing a calendar of suggested events semi-annually; distributing information on unique outreach opportunities; and sharing success stories and best practices in the recruitment arena. We strive to keep the VS recruitment community connected and engaged.

Recruitment Website

We have designed attractive, informative literature including a brochure and folder package that would serve as VS recruitment materials located on the VS recruitment web page at:

www.aphis.usda.gov/animal-health/recruitment

Supply Distribution

Our office receives and responds to requests for recruitment and outreach events. These supplies include agency literature and exhibit displays that are listed below to serve as supplemental materials for recruiters at various events.

To request items, employees must complete and submit the "VS Recruitment Request Form" at least three (3) weeks before the scheduled event. All requests for supplies will be responded to on a first-come, first-serve basis, and items are provided as supplies are available.

Exhibitor Displays

VS – Pull up display (approximately 7 feet tall)

APHIS – Pull up display (approximately 7 feet tall)

Agency Literature

<i>Program Aid #:</i>	<i>Titles:</i>
1534	Saul T. Wilson, Jr. Pathways Internship (being updated)
1892	Your Career in Veterinary Services
1940-1	National Animal Health Emergency Response Corps (Professional)
1940-2	National Animal Health Emergency Response Corps (Student)
2061	Daniel E. Salmon Pathways Internship (being updated)

Within five (5) business days of returning from an event, recruiters must complete and submit a “Recruitment Activity Report”.

For more information on the VS National Recruitment Program, please contact Colette Pinkney at (301) 851-3418 or Pamela McDonagh at (301) 851-3570.